



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 16-634

Board Meeting Date: 10/17/2017

angieSpecial Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Debbie Bazan, Director of Project Development Unit
Subject: On-Call Project Inspection Services

RECOMMENDATION:

Adopt a resolution authorizing the County Manager or Manager's designee to execute on-call agreements with the following 6 firms: 4Leaf, Inc.; Allana, Buick & Ber; Construction Management Inspection (CMI); Consolidated - Dabri, Inspection Services; Inc. (ISI); K&B Construction Services, Inc./ Apex Testing Laboratories; and Upper Hand Consulting, Inc. to provide on-call project inspection services for the Project Development Unit for the term October 17, 2017 through October 16, 2020 in an amount not to exceed \$600,000 per agreement for an aggregate not to exceed amount of \$3,600,000.

BACKGROUND:

In January 2017, the County Manager's Project Development Unit (PDU) was formed to oversee and manage all ground up construction performed by the County of San Mateo. The PDU's core group includes a Director, a Manager, two Management Analysts, a Senior Accountant, and two Project Managers. It was determined that the best method to supplement this core group is to add experienced project inspection services. It is anticipated that the Project Development Unit will be ramping up for a period of four to five years managing these projects, however it must remain scalable while additional studies and plans are made to determine the next phase of projects to be managed by this unit.

In March of 2017, your Board held a Study Session to consider the recommendations made in the Feasibility Studies and Master Plans that reviewed the County's use of lease space, aging facilities, OSHPD compliance work, public accessibility and navigation, parking, environmental standards, and efficiency of employee work spaces. Direction was given to the County Manager and the PDU to move forward with these recommendations. These new, approved, and on-going Capital Projects total approximately \$500 million and are being managed by the PDU.

DISCUSSION:

Multiple large County capital projects are underway which will require intensified PDU operations for approximately five years. The PDU does not have sufficient in-house personnel to appropriately

manage this size and number of projects without additional support from specialized construction consultants.

To secure these consultants, the PDU conducted a Request for Proposals. A selection committee comprised primarily of departmental staff reviewed and ranked the submissions received from qualified firms, conducted background and reference checks, and made recommendations.

By executing the on-call agreements with these recommended firms, PDU will receive all manner of project inspection services for various capital projects. These services include but are not limited to; assuring that all construction elements and systems work individually and together as intended and required. Project inspection shall effectively and efficiently ensure that all work complies with the approved construction documents and applicable codes and regulations.

The Department will issue individual Work Orders of a project scope of work and a not-to-exceed amount for the individual Work Order, the cumulative sum of Work Orders will not exceed the maximum amount of the agreement.

The consultants have agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memorandum, including but not limited to, minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies. County Counsel has reviewed and approved the accompanying resolution as to form.

Executing the "on-call" project inspection agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to complete major County construction projects.

FISCAL IMPACT:

The not-to-exceed amount for these agreements is \$600,000 per agreement or \$3,600,000 in aggregate. The cost of these contracts will be funded by the budgets for the individual projects to which the consultant is assigned. Funding for these agreements have been included in the PDU FY 2017-18 Adopted Budget. Similar funding will be included in future years.